uniFLOW for SMB V5.3 SR6

Installation Guide

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Tuesday, September 01, 2015, Bad Iburg (Germany)

Important Note

Serious problems might occur if you modify the registry of your Windows operating system incorrectly. These problems might require that you reinstall the operating system. We strongly recommend to always back up the registry of your Windows operating system before applying changes to it, just in case you do something wrong. NT-ware does not assume any responsibility or liability for any impact on the operating system after changing the registry. You understand and accept that you use this information and modify the registry of your Windows operating system at your own risk.

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Should you come across any relevant errors or have any suggestions please contact documentation@nt-ware.com or use the ***Send feedback here*** button of the uniFLOW Online Help.

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Symbols

Text Styles

This style is used for text that is displayed on screen.

This style is used for text the user has to type in.

This style is used for hyperlinks to web pages, internal links to other pages in this manual.

`This style is used for code examples: XML code, variables or regular expressions.`

Pictograms

Important Note:
Information that is crucial for the correct functioning of the uniFLOW software.

External Manual:
Pointer to additional manuals for third party hardware or third party software.

Region Specific Feature:
Indicator for uniFLOW features that are not available worldwide.

External Link:
Link to an external web page.

Settings:
Detailed explanation of configuration settings or operational procedures.

Compass:
Path to the menu or configuration page in the software.

Screenshots and Diagrams

This manual contains screenshots of the software, diagrams explaining relations and pictures of products. Even though all visuals are up-to-date at the time of writing, they are subject to change.

Send Feedback

Should you come across any relevant errors or have any suggestions please contact documentation@nt-ware.com or use the ***Send feedback here*** button of the uniFLOW Online Help.

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Preparation

1

1.1 Information Required From the Customer

Table 1: Customer network configuration

(To be completed **before** installation)

	Device IP Addresses	
1.1	IP address of Canon MFP 1 (+ serial number if CMFP)	
1.2	IP address of Canon MFP 2 (+ serial number if CMFP)	
1.3	IP address of Canon MFP 3 (+ serial number if CMFP)	
1.4	IP address of Canon MFP 4 (+ serial number if CMFP)	
1.5	IP address of Canon MFP 5 (+ serial number if CMFP)	
1.6	IP address of Canon MFP 6 (+ serial number if CMFP)	
1.7	(add other IP addresses/serial numbers as required)	
	POP3 server information	
2.1	POP3 server address	
2.2	Mobile print email address	
2.3	POP3 password of mobile print email address	
2.4	Does POP3 server require SSL?	Yes/No
2.5	POP3 Update Interval (seconds)	
2.6	IT Department support email address	
	LDAP Information	
3.1	LDAP Server name	
3.2	Username of user with LDAP access	
3.3	Password of user with LDAP access	
3.4	Name of LDAP OU storing user details	
	SMTP Server Information	
4.1	uniFLOW Sender email address	
4.2	SMTP Server address	
4.3	Does SMTP Server require authentication?	Yes/No, Type:
4.4	SMTP Authentication Server (if required)	
4.5	SMTP Authentication Account (if required)	
4.6	SMTP Authentication Password (if required)	
	General	
5.1	Required Maximum age of print jobs (hours)	

Table 2: Device Asset Information

(To be completed **during** installation)

	Device IP Addresses	
1.1	Unique asset number of Canon MFP 1	
1.2	Unique asset number of Canon MFP 2	
1.3	Unique asset number of Canon MFP 3	
1.4	Unique asset number of Canon MFP 4	
1.5	Unique asset number of Canon MFP 5	
1.6	Unique asset number of Canon MFP 6	
1.7	(add further unique asset numbers, as required)	

1.2 Before You Start

Before beginning with the installation, please ensure that you make the following preparations:

- Obtain the latest uniFLOW *mom.exe* file.
- Make sure that IIS is installed on the server.
- Optional: Having a prepared Price Profile File (CSV) available.
- The information on the first page has to be completed by the IT manager of the company.

Anti-Virus Software

Configure the anti-virus software that is installed on the uniFLOW server, so that it does not scan the folders listed below. We recommend to disable **on access scanning** on these folders and enable a **scheduled scan** during the night instead.

uniFLOW

- uniFLOW installation folder:
  %ProgramFiles(x86)%\uniFLOW
- uniFLOW installation folder:
  %CommonProgramFiles(x86)%\NT-ware Shared
- Windows spool folder:
  %SYSTEMROOT%\System32\spool
- SQL Server data folder:
  user defined

RPS

- RPS installation folder:
  %ProgramFiles(x86)%\uniFLOW Remote Print Server
- Windows spool folder:
  %SYSTEMROOT%\System32\spool

System Requirements

2

2.1 Operating Systems

Client Operating System Support

- Installations of the uniFLOW server system on client operating systems are supported (since uniFLOW V5.3 with Windows 7 or higher).
  However, there are a few limitations which need to be considered. Please refer to the *White Paper - Software Compatibility List for NT-ware Products*, to be found in the NT-ware Knowledgebase.
  This white paper explains supported features and known limitations of uniFLOW on a client operating system in detail. Read this white paper before you plan to install uniFLOW on a client operating system.

uniFLOW and RPS

- uniFLOW and the Remote Print Servers (RPS) have to be installed on dedicated systems.

Domain Controller and Microsoft Exchange Server

- Installations on Active Directory Domain Controllers (DC), and Microsoft Exchange Servers are not supported.

Microsoft Small Business Server

Installations on Microsoft Small Business Servers (SBS) are supported, but not by default. For that reason, please refer to the white paper *Installing uniFLOW on a Microsoft Windows Small Business Server* in the NT-ware Knowledgebase.

Windows Server 2003

- Internet Information Services (IIS) 6.0 or higher
- Internet Explorer 6 or higher required (Internet Explorer 7 or higher recommended).

Windows Server 2008

- Standard installation with a graphical user interface
- Internet Information Services (IIS) 7.0 (prepared for a uniFLOW installation)
- Internet Explorer 7 or higher recommended

Windows Server 2008 R2

- Standard installation with a graphical user interface
- Internet Information Services (IIS) 7.5 (prepared for a uniFLOW installation)
- Internet Explorer 8 or higher recommended

Windows Server 2012

- Standard installation with a graphical user interface
- Internet Information Services (IIS) 8 (prepared for a uniFLOW installation)
- Internet Explorer 10 or higher recommended

Windows Server 2012 R2

- Standard installation with a graphical user interface
- Internet Information Services (IIS) 8.5 (prepared for a uniFLOW installation)
- Internet Explorer 11 or higher recommended

uniFLOW is supported on a Microsoft Windows Server 2012 since uniFLOW V5.2 SR1.

2.2 Hardware

This topic describes the minimum recommended hardware requirements for the uniFLOW server and the RPS.

Actual requirements will vary based on your system configuration and the applications and features you choose to install.

Minimum Hardware Requirements

- CPU
  - Systems with a Single Core CPU – x86/x64 with a 2.5 GHz minimum clock speed.
- RAM
  - 4 GB
- Hard Disk Drive
  - Minimum of 50 GB of free disk space.

Recommended Hardware Requirements

- CPU
  - Systems with a Multi Core CPU – x86/x64 with a 1.5 GHz minimum clock speed.
  - Systems with Multiple Physical CPUs – x86/x64 with a 1.5 GHz minimum clock speed.
- RAM
  - 4 GB
- Hard Disk Drive
  - Minimum of 80 GB of free disk space.

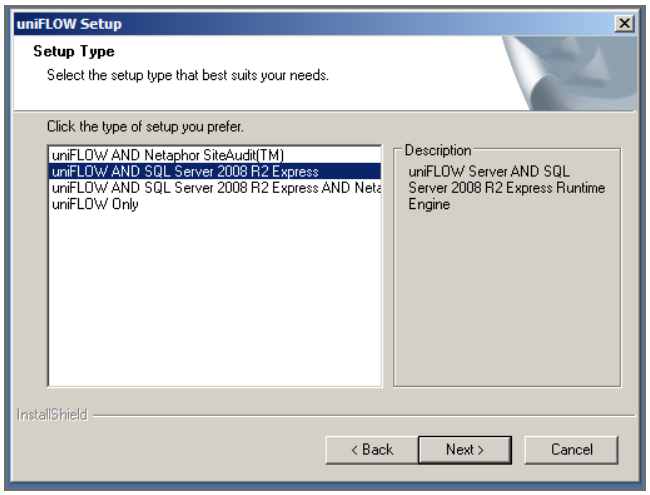
Installation

3

3.1 uniFLOW Installation

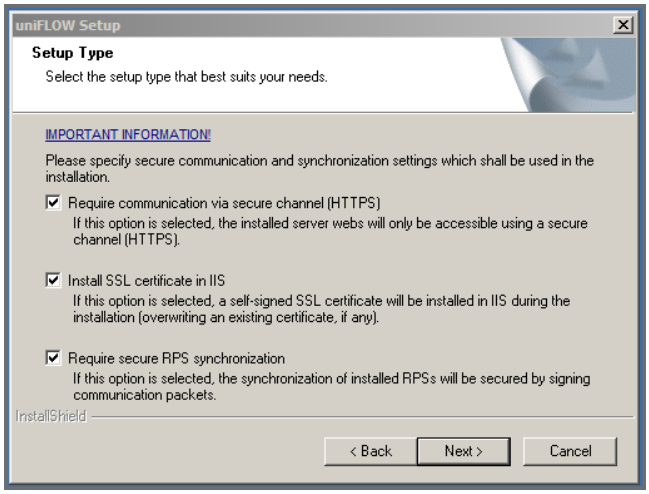
Time to complete tasks: 45 minutes

1. Double-click on the file *mom.exe* to start the installer.
2. Select a language and click ***Next.***
3. If prompted to install ***Microsoft Visual C++ 2008 SP1 Redistributable Package***, click ***Install.***
4. Install Microsoft .NET Framework (if prompted) and click ***Next.***
5. In the ***Welcome to InstallShield for uniFLOW*** window, click ***Next.***
6. Select the according region and click ***Next.***
7. Click ***Yes*** to accept the License Agreement.
8. On a 64-bit system, there is a prompt to set IIS to run in 32-bit mode. If there are existing 64-bit applications running on IIS, this could cause them to break so the customer will need to confirm that this is OK. Select ***Yes*** to continue.
9. A web page will appear. Make sure that all steps mentioned in the web page are completed before continuing.
10. *In the **Choose Destination Location*** window, unless told otherwise by the IT department, click ***Next***.
11. For the ***Setup Type***, select ***uniFLOW AND SQL2008 R2 Express*** and click ***Next.***


uniFLOW Setup
Setup Type
Select the setup type that best suits your needs.
Click the type of setup you prefer.
uniFLOW AND Netaphor SiteAudit(TM)
uniFLOW AND SQL Server 2008 R2 Express
uniFLOW AND SQL Server 2008 R2 Express AND Neta
uniFLOW Only
Description
uniFLOW Server AND SQL Server 2008 R2 Express Runtime Engine
InstallShield
< Back
Next >
Cancel

12. For the ***Database destination***, unless told otherwise by the IT department, accept the default and click ***Next.***
13. For the ***Select Program Folder*** window, accept the default ***uniFLOW*** and click ***Next.***

14. An ***Important Information*** screen appears with 3 options about security (SSL and HTTPS). All three should be selected (default). Click ***Next*** to continue.


uniFLOW Setup
Setup Type
Select the setup type that best suits your needs.
IMPORTANT INFORMATION!
Please specify secure communication and synchronization settings which shall be used in the installation.
Require communication via secure channel (HTTPS)
If this option is selected, the installed server webs will only be accessible using a secure channel (HTTPS).
Install SSL certificate in IIS
If this option is selected, a self-signed SSL certificate will be installed in IIS during the installation (overwriting an existing certificate, if any).
Require secure RPS synchronization
If this option is selected, the synchronization of installed RPSs will be secured by signing communication packets.
InstallShield
< Back
Next >
Cancel

15. Leave the default setting for ***Enforce HTTPS for the internal HTTP server*** and click ***Next.***
16. The setup will then start to copy files and SQL Server 2008 R2 Express. The screen may flash and different windows installing files may appear.
17. After SQL 2008 R2 Express has been installed, it is necessary to reboot the server. Click ***Next*** to exit the installer.
18. Accept ***Yes, I want to restart my computer now*** and click ***Finish.***
19. Once the server has restarted, and a user logs on, the installer will continue.
20. A window will appear stating that a Snapshot of the installation is taking place.
21. Once the installation is complete, a web page will appear with some "Read-Me" instructions. Ensure these actions are completed, especially the settings for "Secure Printing with MEAP…." and "To avoid problems with locally generated spoolfile copies…".

3.2 Windows Printer Installation

Time to complete tasks: 30 minutes for spoolers and 20 minutes per MEAP device

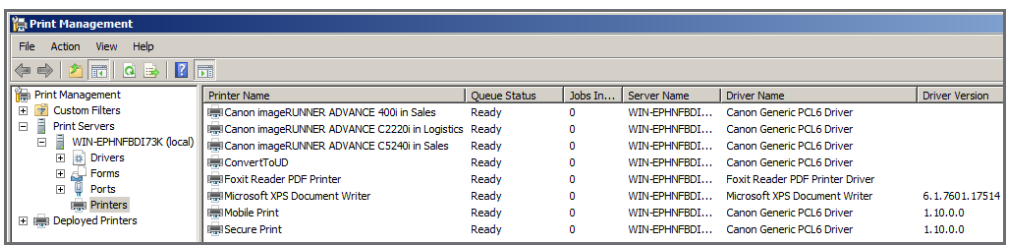
1. First, the Windows print spoolers need to be created.

Spooler name	Printer Driver	Printer port	Shared
Secure Print	Canon Generic PCL 6	NUL:	YES
Mobile Print	Canon Generic PCL 6	NUL:	NO
ConvertToUD	Canon Generic PCL 6	NUL:	NO
<Canon MFP name> - one per Canon MFP	Canon Generic PCL 6	<Simple TCP/IP port with IP address of Canon MFP>	NO

- For help to create the NUL printer port, see http://technet.microsoft.com/en-us/library/cc782436(WS.10).aspx (see: http://technet.microsoft.com/en-us/library/cc782436(ws.10).aspx - http://technet.microsoft.com/en-us/library/cc782436(ws.10).aspx)
- The Canon Generic PCL 6 printer driver can be downloaded from the Canon website: http://www.canon.com (http://www.canon.com)

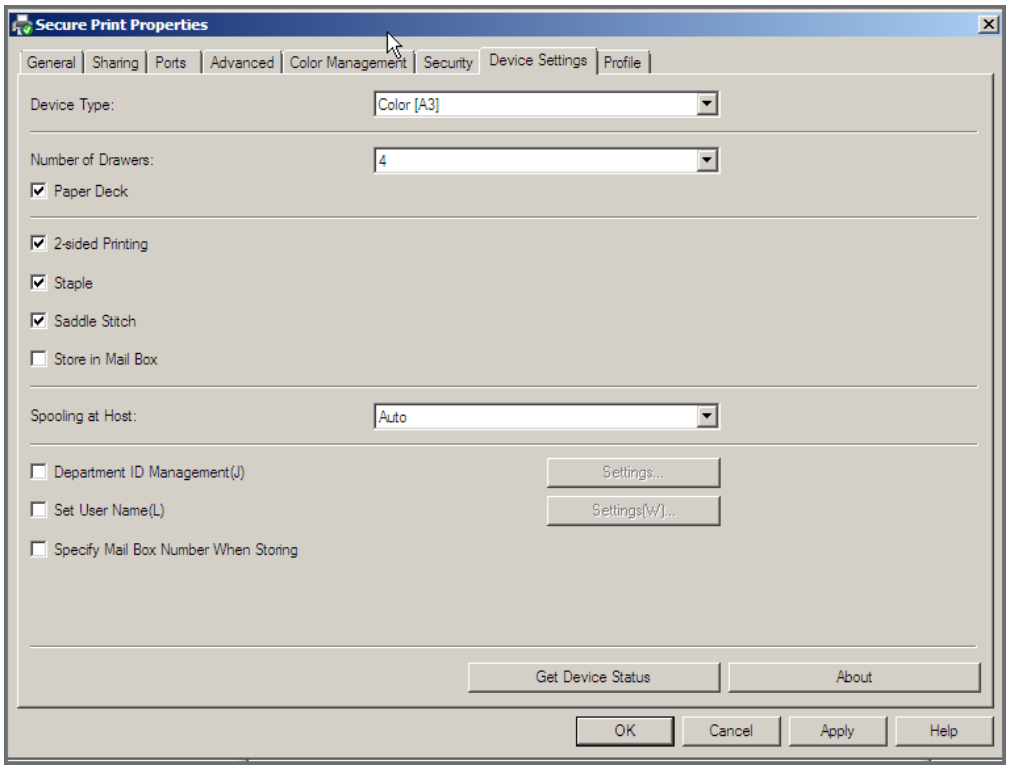
These spoolers enable printing via a secure print queue with no direct printing allowed. If the customer also requires direct printing to the Canon devices, then create a second Windows print spooler for each Canon printer. This second print queue should use the same printer port as the secure print port and the Canon Generic PCL 6 driver. The second print queue should be shared to allow users to connect to it over the network. All accounting information will be automatically retrieved from the Canon device.

For a customer with 3 Canon MFPs in a secure print only environment, you should have a total of 6 Windows print spoolers – "Secure Print", "Mobile Print" and "ConvertToUD" connected to the NUL: port and 3 Canon MFPs with a simple TCP/IP connection to the physical Canon device.


Print Management
File Action View Help
Print Management
Custom Filters
Print Servers
WIN-EPHNFBDI73K (local)
Drivers
Forms
Ports
Printers
Deployed Printers
Printer Name | Queue Status | Jobs In... | Server Name | Driver Name | Driver Version
Canon imageRUNNER ADVANCE 400i in Sales | Ready | 0 | WIN-EPHNFBDI... | Canon Generic PCL6 Driver
Canon imageRUNNER ADVANCE C2220i in Logistics | Ready | 0 | WIN-EPHNFBDI... | Canon Generic PCL6 Driver
Canon imageRUNNER ADVANCE C5240i in Sales | Ready | 0 | WIN-EPHNFBDI... | Canon Generic PCL6 Driver
ConvertToUD | Ready | 0 | WIN-EPHNFBDI... | Canon Generic PCL6 Driver
Foxit Reader PDF Printer | Ready | 0 | WIN-EPHNFBDI... | Foxit Reader PDF Printer Driver
Microsoft XPS Document Writer | Ready | 0 | WIN-EPHNFBDI... | Microsoft XPS Document Writer | 6.1.7601.17514
Mobile Print | Ready | 0 | WIN-EPHNFBDI... | Canon Generic PCL6 Driver | 1.10.0.0
Secure Print | Ready | 0 | WIN-EPHNFBDI... | Canon Generic PCL6 Driver | 1.10.0.0

- The "Secure Print" and "Mobile Print" spoolers are called "input printers" in uniFLOW. Users will use these printers to send print jobs into the uniFLOW system.
- The Canon devices are called "output printers" in uniFLOW. These print spoolers allow uniFLOW to move the jobs from the "input printer" to the correct "output printer". These print queues do not need to be shared unless the customer also wants to print directly to the devices (i.e. without secure printing).
- The "ConvertToUD" printer is called a "helper printer" in uniFLOW. This will be used internally by uniFLOW.

1. As the "Secure Print" spooler is not connected to a physical printer, the driver settings have to be set manually. Ensure that the device settings for the "Secure Print" spooler are set to the MAXIMUM capability of the installed devices. For example:
   - ***Device Type***: Color [A3]
   - ***Number of Drawers***: 4
   - ***Paper Deck***: yes
   - ***2-sided Printing***: yes
   - ***Staple***: yes
   - ***Hole-punch***: yes
   - ***Saddle Stitch***: yes
   - ***Store in Mail Box***: no
   - ***Department ID Management***: no
   - ***Set User Information***: no
   - ***Specify Mail Box Number When Storing***: no



2. Send test print to each Canon MFP to ensure correct network connection. If the job does not print out, then there is a problem with the connection from the print server to the device.

3.3 MEAP Applet Installation

- For MEAP devices:
  - Install the uniFLOW MEAP Client on each Canon device and ensure that it is "started". The install files can be found in ***Connections > Agents/Terminals > MEAP & miniMIND > Resources***
  - Install Universal Login manager on each MFP. In the "enhanced system options", select the Universal Login Manager as the default login method and restart each device. The install files can be found in ***Connections > Agents/Terminals > MEAP & miniMIND > Resources***
- For CMFP devices:
  - No extra steps are required at this point as the uniFLOW software is embedded on the firmware. At the time of writing, the minimum firmware levels for CMFP devices should be:

Device	Basic Job Release	Full Job Selection
imageRUNNER 17xx	WLaa 08.01	WLaa 53.01
imageRUNNER 25xx	WLaa61.01	(new f/w available mid Jan 2012)
imageRUNNER 1133	WLaa10.24	Not available
iR C1028	WLaa07.02	Not available

Configuration

4

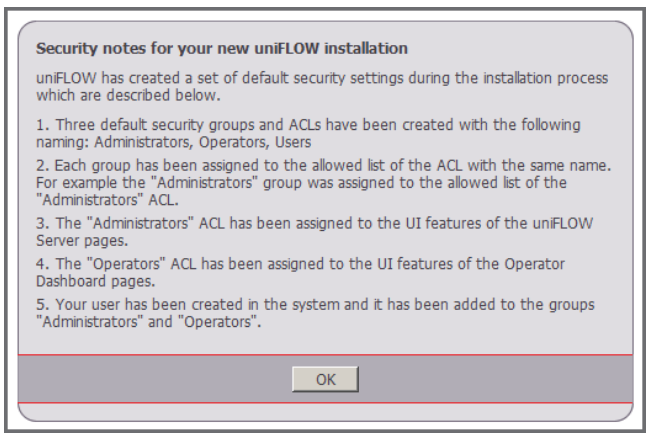
4.1 Activation

Time to complete tasks: 15 minutes

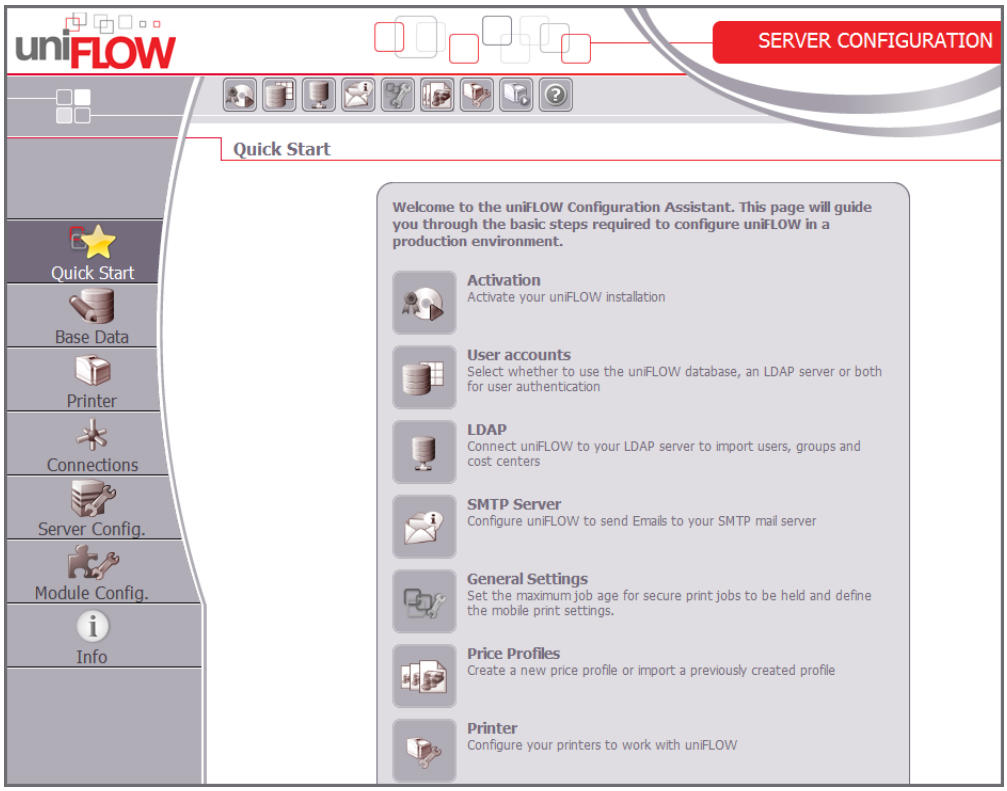
1. Launch the uniFLOW server configuration screen either by double-clicking the icon on the desktop or launching Internet Explorer and typing the address https://localhost/pwserver (see: https://localhost/pwserver - https://localhost/pwserver).
2. A warning message will appear stating that there is a problem with the website's security certificate. This is normal as HTTPS security is used to secure the uniFLOW Server. Click on the ***Continue to this website (not recommended)*** option. To remove this warning in the future, follow the instructions in the uniFLOW User Manual here: http://www.nt-ware.com/mom/5.3/HTML/EN/index.htm#21721.htm (http://www.nt-ware.com/mom/5.3/HTML/EN/index.htm#21721.htm)

Certificate Error: Navigation Blocked - Windows Internet Explorer
http://localhost/pwserver
Certificate Error: Navigation ...
There is a problem with this website's security certificate.
The security certificate presented by this website was not issued by a trusted certificate authority.
Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
We recommend that you close this webpage and do not continue to this website.
Click here to close this webpage.
Continue to this website (not recommended).
More information

3. You will be prompted to log on to uniFLOW. Enter the username and password used to log onto the server.
4. A "security notes" page appears. Click on ***OK*** to close this screen. Only the username/password entered in the step above can access the uniFLOW server pages.

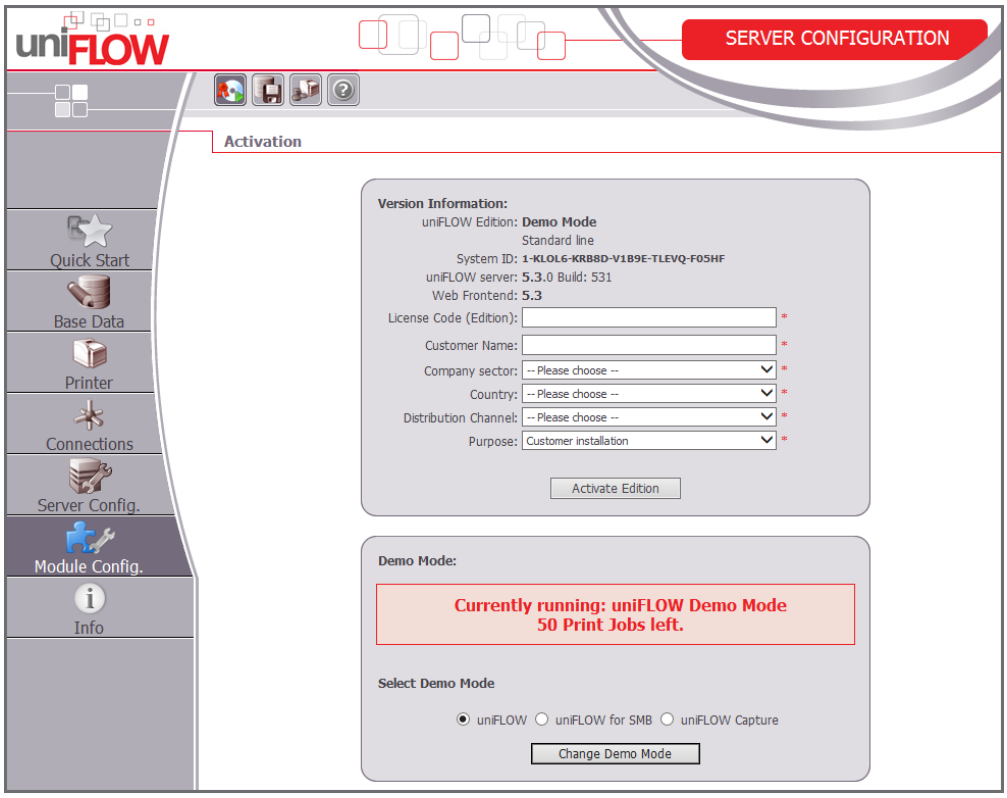

Security notes for your new uniFLOW installation
uniFLOW has created a set of default security settings during the installation process which are described below.
1. Three default security groups and ACLs have been created with the following naming: Administrators, Operators, Users
2. Each group has been assigned to the allowed list of the ACL with the same name. For example the "Administrators" group was assigned to the allowed list of the "Administrators" ACL.
3. The "Administrators" ACL has been assigned to the UI features of the uniFLOW Server pages.
4. The "Operators" ACL has been assigned to the UI features of the Operator Dashboard pages.
5. Your user has been created in the system and it has been added to the groups "Administrators" and "Operators".
OK

5. The uniFLOW Quick Start page appears. Click on the ***Activation*** button.

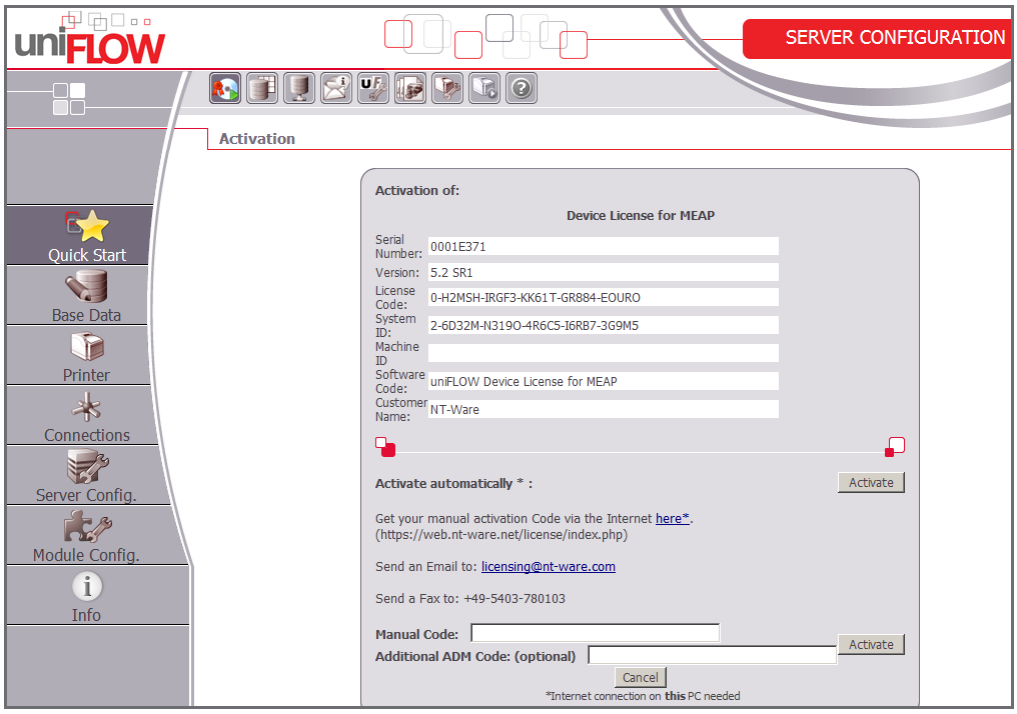

uniFLOW
SERVER CONFIGURATION
Quick Start
Base Data
Printer
Connections
Server Config.
Module Config.
Info
Quick Start
Welcome to the uniFLOW Configuration Assistant. This page will guide you through the basic steps required to configure uniFLOW in a production environment.
Activation
Activate your uniFLOW installation
User accounts
Select whether to use the uniFLOW database, an LDAP server or both for user authentication
LDAP
Connect uniFLOW to your LDAP server to import users, groups and cost centers
SMTP Server
Configure uniFLOW to send Emails to your SMTP mail server
General Settings
Set the maximum job age for secure print jobs to be held and define the mobile print settings.
Price Profiles
Create a new price profile or import a previously created profile
Printer
Configure your printers to work with uniFLOW

6. Enter the following information:
   a. In ***License Code (Edition)***, enter the uniFLOW license code. Each device will have its own license, so this process will need to be repeated (see point 11 below).
   b. In ***Customer Name***, enter the customer's name.
   c. In ***Company Sector***, select the market sector that best fits the customer.
   d. In ***Country***, select your country.
   e. In ***Distribution Channel***, select whether this installation is being made by the direct or partner channel. If you select either of these, enter the appropriate information in either the "Channel Name" or "Partner Name" field.

f. In ***Purpose***, select ***Customer Installation.***



7. Click on the ***Activate Edition*** button.
8. A license confirmation screen will appear. Confirm the information click the ***Activate*** button in the middle of the screen on the right hand side near ***Activate Automatically***.
9. NOTE: If the uniFLOW server is not connected to the internet, please read uniFLOW user manual to see how to manually activate the software: http://www.nt-ware.com/mom/5.3/HTML/EN/index.htm#13772.htm (http://www.nt-ware.com/mom/5.3/HTML/EN/index.htm#13772.htm).



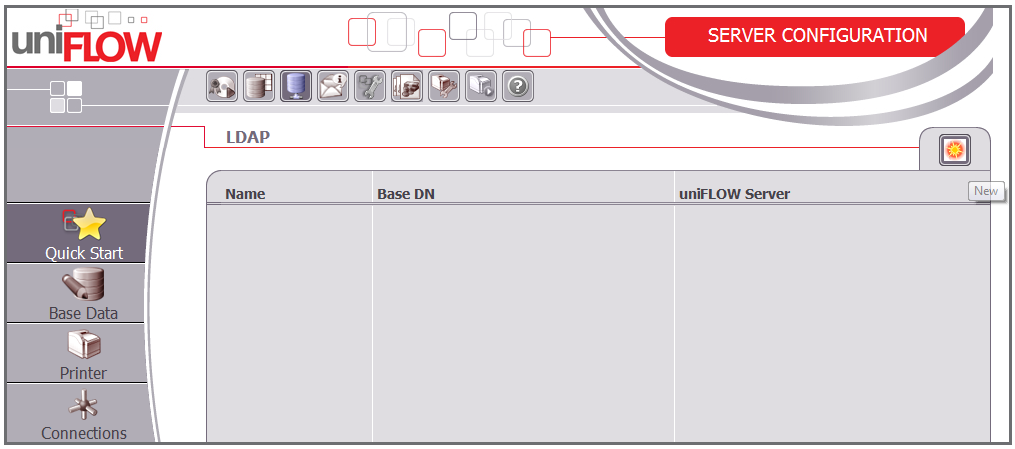
10. Once activated, the quick start page will appear. If it is required to see the activated licenses, click on the "info" button at the bottom left of the page.
11. For each additional uniFLOW license code, select ***Activation*** from the ***Quick Start*** page.
12. The activation screen is slightly different for an activated system. Enter the new license code in the ***License Check*** box and select the type of license (for example, "device license for MEAP" or "device license for CMFP".
13. Click ***Activate Module*** to activate the license.
14. Repeat steps 11 - 13 for each uniFLOW license code.

4.2 User Configuration

Time to complete tasks: 30 minutes

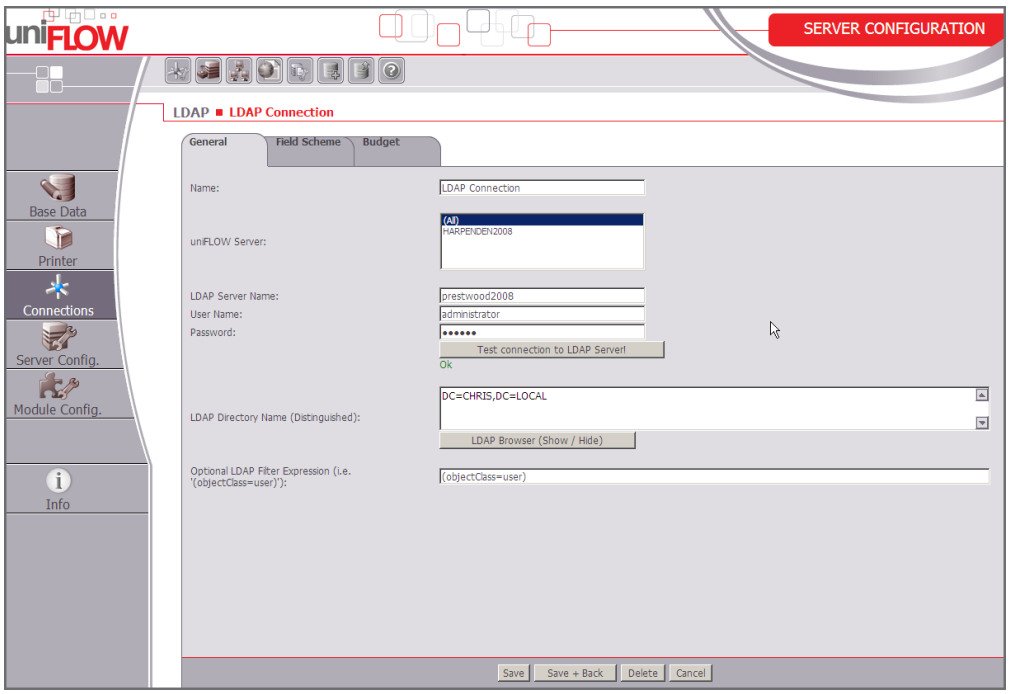
To ensure that users can print correctly, a connection to the company LDAP system is required.

1. From the ***Quick Start*** screen, select ***User accounts.***
2. Ensure ***uniFLOW Standard, Online LDAP Authentication*** is set.
3. Click ***Save*** and then click on the ***Quick Start*** menu option on the left hand side of the screen.
4. From the ***Quick Start*** Screen, select ***LDAP.***
5. Click on the ***New*** button on the top right hand side of the screen.

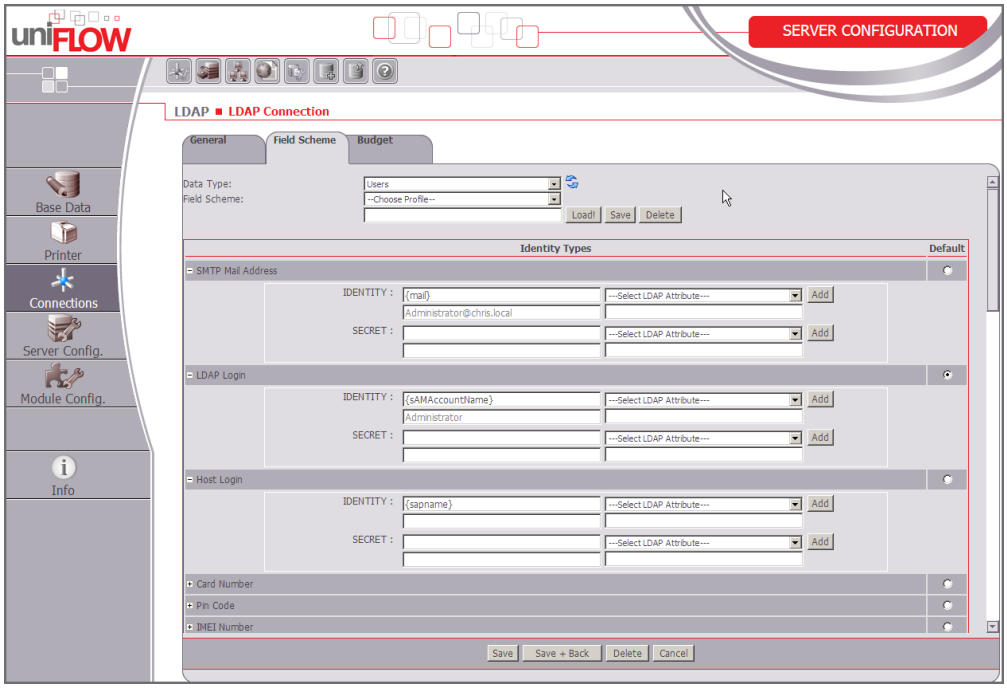


6. For the name, type *LDAP Connection.*
7. In the ***LDAP Server Name***, enter the name of the customers LDAP server. This will have been provided by the company IT department in **TABLE 1: 3.1 - LDAP Server Name.**
8. Enter the ***User Name*** and ***Password*** of a user that has access to the LDAP server. This will have been provided by the company IT department in **TABLE 1: 3.2 - Username of user with LDAP access** and **3.3 - Password of user with LDAP access.**

9. Click on ***Test connection to LDAP server!*** to confirm the settings. If the provided information is correct, a green ***OK*** is shown and the ***LDAP Directory Name*** and LDAP filter will be automatically completed.



10. If the users are stored in a different OU on the LDAP server, this information will have been provided by the company IT department in **TABLE 1: 3.4 - Name of LDAP OU storing user details.**
11. Click on the ***Field Scheme*** tab.
12. In the option ***Field Scheme***, select ***Active Directory*** and click ***Load!***



13. Some information will automatically be shown on the screen. This is to confirm that the correct fields in the customers LDAP directory are being mapped to the correct uniFLOW fields. Click ***Save + Back*** to save this information.

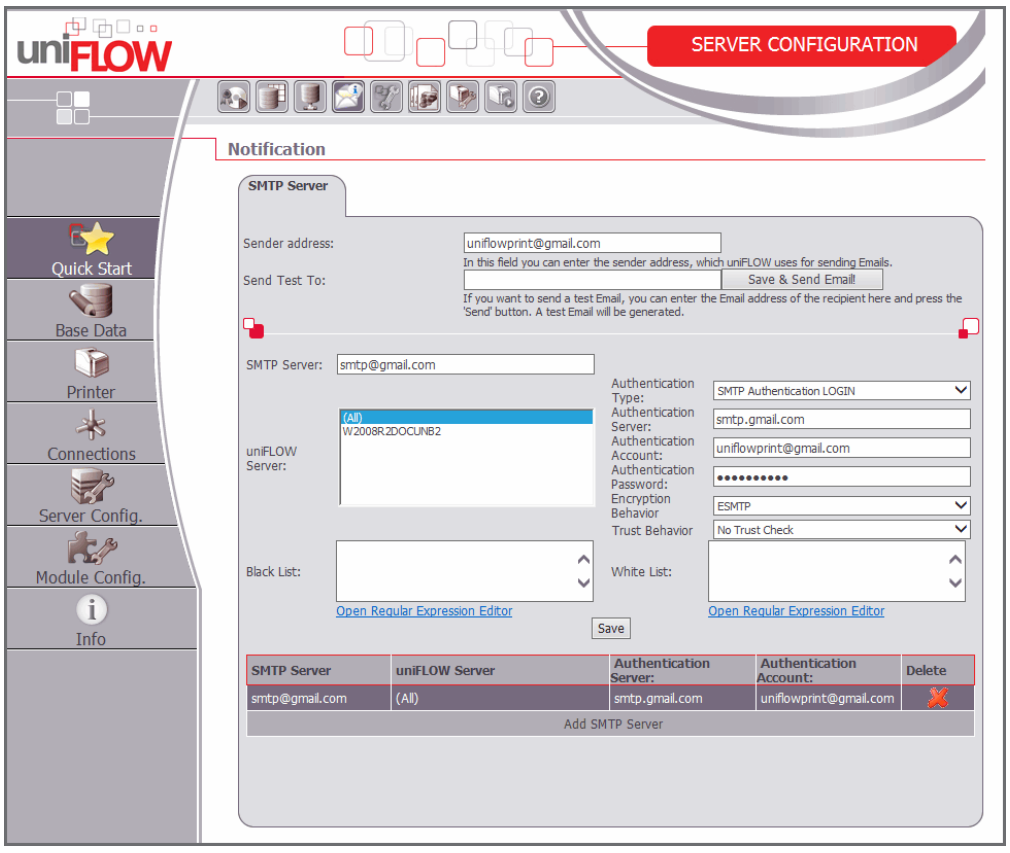
14. A "uniFLOW hint" window will appear. Click on the ***Save*** button to save the configuration.
15. Click on the ***Quick Start*** menu option on the left hand side of the screen.

4.3 Email Server Configuration

Time to complete tasks: 15 minutes

For uniFLOW to be able to send emails, an SMTP configuration is required.

1. From the ***Quick Start*** screen, select ***SMTP Server.***
2. In the ***Sender Address*** box, enter the email address provided by the company IT department in **TABLE 1: 4.1 - uniFLOW Sender email address.**
3. In the ***SMTP Server*** box, enter the name of the company SMTP server provided in **TABLE 1: 4.2 - SMTP Server Address.**
4. If the company SMTP server requires authentication (**TABLE 1: 4.3 - Does SMTP Server require authentication?**), enter the details under ***Authentication type***. If required, this information will have been provided by the company IT department in **TABLE 1: 4.4 - SMTP Authentication Server**, **4.5 - SMTP Authentication Account**, **4.6 - SMTP Authentication Password**.
5. Click ***Create*** to create the SMTP connector.
6. In the box ***Send Test To***, enter a valid customer email address and click ***Save & Send Email*** to confirm that the SMTP server connection is correct. The label ***Test email was successfully sent!*** should appear in green.



7. Click on the ***Quick Start*** menu option on the left hand side of the screen.

4.4 General Settings Configuration

Time to complete tasks: 10 minutes

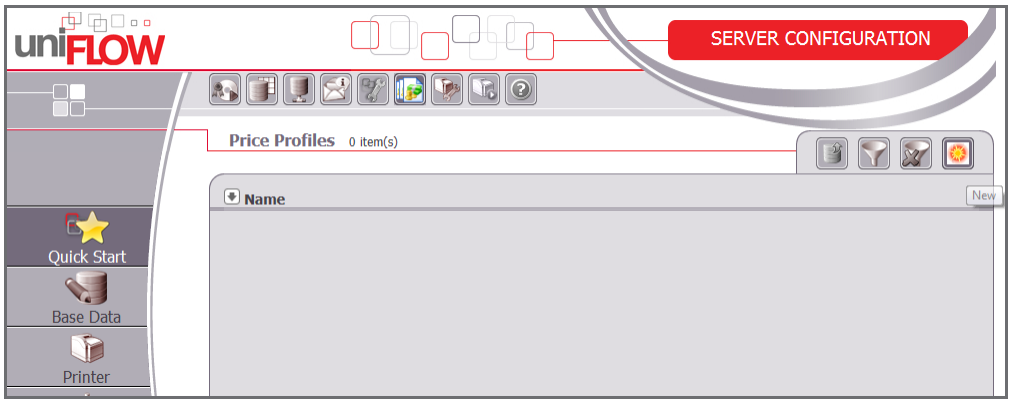
1. From the ***Quick Start*** screen, select ***General Settings.***
2. In the option for ***Print Jobs***, enter the ***Maximum age of print jobs (hours)***. The default setting is 10. This information will have been provided in ***TABLE 1 : 5.2 – Required Maximum age of print jobs (hours).***
3. The following allows users to submit jobs to uniFLOW using the uniFLOW Mobile app for iOS or Android devices. In the option for ***Mobile Print App***, enter the ***Job Submission Email Address*** provided in **TABLE 1 : 2.2** and enter the ***Support Email Address*** provided in **TABLE 1 : 2.6**. It is also possible to add a support message that will appear on the mobile device in case of error.
4. Click on ***Save.***
5. Click on the ***Quick Start*** menu option on the left hand side of the screen.

4.5 Price Profiles Configuration

Time to complete tasks: 10 minutes

Price Profiles can be imported from a .csv file. The standard price profile has some example prices. These can be changed in a CSV editor (such as Microsoft Excel) to match the requirements of your customer before starting the installation. Prices can also be adjusted within uniFLOW, if required.

1. From the ***Quick Start*** screen, select ***Price Profiles.***
2. Click on the ***Import/Export*** button on the top right of the page. This is the first in the line of four buttons.



3. Click on ***Import*** and then click on the ***Browse*** button.
4. Select the file *Export_PriceProfile.csv* and click ***Open.***
5. Click ***Next.***
6. A confirmation screen will appear. Click ***OK. Import Data.***
7. When successful, click ***OK/Close.***
8. Click on the ***Quick Start*** menu option on the left hand side of the screen.

4.6 Secure Print - Input Printer

Time to complete tasks: 15 minutes

1. From the ***Quick Start*** screen, select ***Printer.***
2. Click on the N***ew*** icon on the top right hand side of the screen.
3. Select ***Single printer*** and click ***New.***
4. From the list of wizards, select ***Secure Print – Input Printer*** and click ***Next.***
5. For the ***Spooler Name***, select the Secure Print spooler created above. The name of the printer will change automatically to be the same name as the spooler. Click ***Next.***
6. For the option ***uniFLOW Universal Driver***, leave the default option of ***Use the universal driver*** and click ***Next.***
7. For the page on ***Paper Tray Selection***, leave the default options of N***one*** and click ***Next.***
8. For ***Standard Cost Center***, leave the default option of ***None*** and click ***Next.***
9. For ***Spool File Accounting***, change the option to ***No*** and click ***Next.***
10. For ***Color Detection***, leave the default option of ***Automatically*** and click ***Next.***
11. For the ***Workflow Settings***, leave the default options and click ***Next.***
12. For the ***uniFLOW Universal Driver*** settings, leave the default options and click ***Next.***
13. For the ***Generate TIC code*** option, leave the default option of ***no*** and click ***Next.***
14. For the ***Routing Groups*** options, leave the default options and click ***Next.***
15. For the ***Price Profile***, select the price profile created above and click ***Next.***
16. Click ***Finish*** to end the wizard.
17. Click on the ***Quick Start*** menu option on the left hand side of the screen.

4.7 Secure Print - Input Printer for Mobile Printing

Time to complete tasks: 15 minutes

These instructions assume that POP3 is used to retrieve emails from the customer server. If a different method is provided by the customer, then steps 8 – 14 may be different.

1. From the ***Quick Start*** screen, select ***Printer.***
2. Click on the N***ew*** icon on the top right hand side of the screen.
3. Select ***Single Printer*** and click ***New.***
4. From the list of wizards, select ***Mobile Printing – Secure Print*** and click ***Next.***
5. For the ***Spooler Name,*** select the Mobile Print spooler created above. The name of the printer will change automatically to be the same name as the spooler. Click ***Next.***
6. For ***Standard Cost Center***, leave the default option of ***none*** and click ***Next.***
7. For ***Spool File Accounting***, change the option to ***No*** and click ***Next.***
8. Wait for the 3rd party software activation, then proceed with the next step.
9. For ***Email retrieval method***, select ***Load Emails via POP3*** and click ***Next.***
10. For ***Email Server***, enter the mail server name or IP Address provided in **TABLE 1 : 2.1.**
11. For ***POP3 Account***, enter the email account name provided in **TABLE 1 : 2.2.**
12. For ***Password***, enter the email password provided in **TABLE 1 : 2.3.**
13. For ***Update Interval (sec.)***, enter the time interval provided in **TABLE 1 : 2.5.**
14. For ***Use SSL***, select the option provided in **TABLE 1 : 2.4.**
15. Click ***Next***. A check will be performed to ensure that all the details are correct.
16. For the ***Routing Group*** options, leave the default options and click ***Next.***
17. For ***Allow Unknown Users***, check with the customer whether they want to allow guests (i.e. unknown users) to be able to print. Select either ***yes*** or ***no*** from the list.
18. For the other email options on this screen, keep the default options and click ***Next.***
19. For the ***Email Notification for Unknown Users*** screen, keep the defaults and click ***Next.***
20. For ***Type of jobs to Insert***, check with the customer which option they require here.
21. For ***Allowed Attachment Types***, check with the customer which option they require here. If the customer only requires the email body text to be printed, then this option can be ignored.
22. Leave the other options with their default values and click ***Next.***
23. For ***Document Converter***, select either OpenOffice or Neevia Doc Converter Pro. Each of them needs to be installed on the server. If Neevia Doc Converter Pro is used, then a File Format Conversion License is required on the server. OpenOffice is free but does not produce 100% accurate conversions of Microsoft Office files. No other software or licenses is required for PDF conversion.
24. For ***FoxIT Spooler Name***, select the conversion spooler created previously. This is normally called "ConvertToUD"

25. Leave the other options as default and click ***Next***. If only PDF conversion is required, there will be warning message stating that either Neevia or OpenOffice is not installed. This can be ignored.
26. For the File Format Conversion Problems email screen, leave the defaults and click ***Next.***
27. For the ***Price Profile***, select the price profile created above and click ***Next.***
28. Click ***Finish*** to end the wizard.
29. Click on the ***Quick Start*** menu option on the left hand side of the screen.

4.8 Secure Print - Output Printer for MEAP Devices

Time to complete tasks: 15 minutes per MEAP device

The following steps need to be repeated for each MEAP capable device. For CMFP devices, other instructions are shown below.

1. From the ***Quick Start*** screen, select ***Printer.***
2. Click on the ***New*** icon on the top right hand side of the screen.
3. Select ***Single Printer*** and click ***New.***
4. From the list of wizards, select ***Secure Print - Output Printer with uniFLOW Login Manager*** and click ***Next.***
5. For the ***Spooler Name***, select the MFP spooler created above. The name of the printer will change automatically to be the same name as the spooler. Click ***Next.***
6. For ***Standard Cost Center***, leave the default option of none and click ***Next.***
7. For ***Spool File Accounting***, leave the default setting ***No*** and click ***Next.***
8. For ***Asset Information***, enter optional management or asset information and click ***Next.***
9. For the ***Routing Groups*** options, leave the default options and click ***Next.***
10. For the ***Price Profile***, select the price profile created above and click ***Next.***
11. For the ***Device Configuration***, enter the ***IP/DNS Name***, if not taken from the printer port, and click ***Next.***
12. For the ***Printer Model*** (Device Information File), choose a DIF that suits to the MFP, if not preselected via uniFLOW. Then, click ***Next.***
13. For the ***Output Data Type***, select ***PCL XL (PCL 6 / XL)*** and click ***Next.***
14. For the Printer specific ***DIF*** configuration, leave the default options and click ***Next.***
15. For the ***Paper Tray Selection***, leave the default options and click ***Next.***
16. For ***User Name***, enter the system manager ID as configured on the device.
17. For ***Password***, enter the system manager's password.
18. For ***Use CPCA based accounting***, change the option to ***Yes*** and click ***Next.***
19. For ***Access Control***, leave the default options and click ***Next.***
20. For ***Special Functions***, leave the default options and click ***Next.***
21. For ***Advanced Device Management***, leave the default options and click ***Next.***
22. Click ***Finish*** to end the wizard.
23. Click on the ***Quick Start*** menu option on the left hand side of the screen.

4.9 Secure Print - Output Printer for CMFP Devices

Time to complete tasks: 15 minutes per CMFP device

The following steps need to be repeated for each CMFP device. For MEAP devices, other instructions are shown above.

1. From the main uniFLOW screen, select ***Printer.***
2. Click on the ***New*** icon on the top right hand side of the screen.
3. Select ***Single Printer*** and click ***New.***
4. From the list of wizards, select ***Secure Print - Output Printer with CMFP*** and click ***Next.***
5. For the ***Spooler Name***, select the CMFP spooler created above. The name of the printer will change automatically to be the same name as the spooler. Click ***Next.***
6. For ***Standard Cost Center***, leave the default option of ***None*** and click ***Next.***
7. For ***Spool File Accounting***, leave the default setting ***No*** and click ***Next.***
8. For ***Asset Information***, enter optional management or asset information and click ***Next.***
9. For the ***Routing Groups*** options, leave the default options and click ***Next.***
10. For the ***Price Profile***, select the price profile created above and click ***Next.***
11. For the ***MIND/microMIND*** configuration, leave the default options and click ***Next.***
12. For the ***Device Configuration***, enter the IP/DNS Name, if not taken from the printer port, and click ***Next.***
13. For the ***Printer Model*** (Device Information File), choose a DIF that suits to the MFP, if not preselected via uniFLOW. Then, click ***Next.***
14. For the ***Output Data Type***, select ***PCL XL (PCL 6 / XL)*** and click ***Next.***
15. For the Printer specific ***DIF*** configuration, leave the default options and click ***Next.***
16. For the ***Paper Tray Selection***, leave the default options and click ***Next.***
17. For ***User Name***, enter the system manager ID as configured on the device.
18. For ***Password***, enter the system manager's password as configured on the device.
19. For ***Use CPCA based accounting***, change the option to ***Yes*** and click ***Next.***
20. For ***Special Functions***, leave the default options and click ***Next.***
21. For ***Advanced Device Management***, leave the default options and click ***Next.***
22. Click ***Finish*** to end the wizard.
23. Click on the ***Quick Start*** menu option on the left hand side of the screen.

4.10 Secure Print - Output Printer Configuration

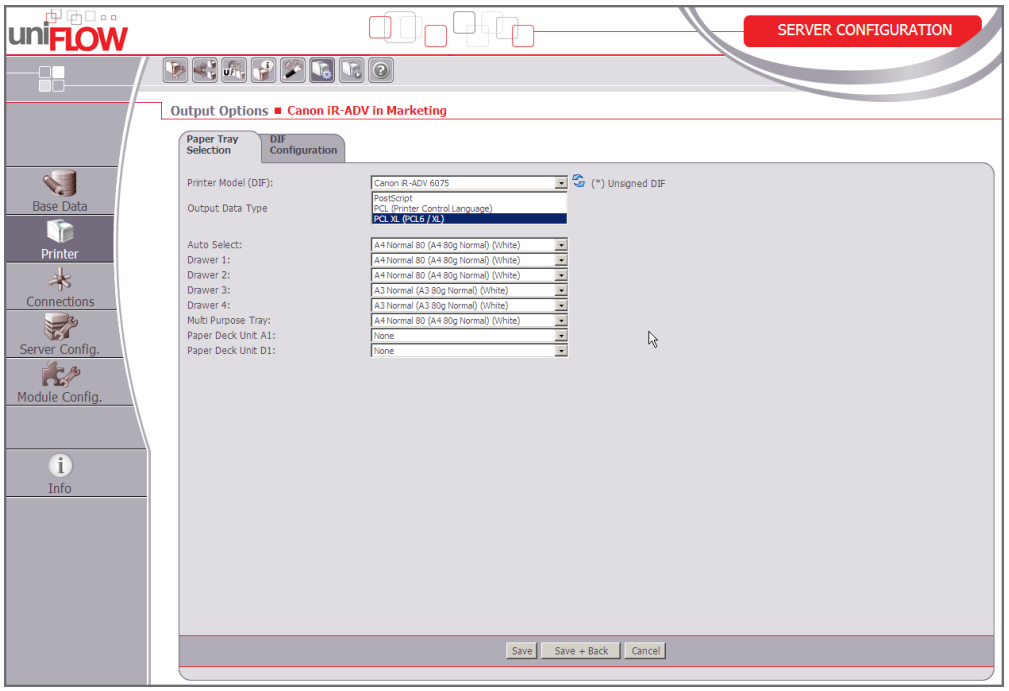
Time to complete tasks: 15 minutes plus 10 minutes per device

1. From the main uniFLOW screen, select ***Base Data*** > ***Media Type***
2. A default list of 15 media types will appear. Delete all media types that are not used by the customer. The easiest way to do this is to "select all" and then un-select the ones that are in use at the customer. Once selected, click on the ***Change*** button and follow the instructions to delete. The recommendation is to only leave ***A4 Normal 80*** and ***A3 Normal.***

uniFLOW
SERVER CONFIGURATION
Quick Start
Base Data
Printer
Connections
Server Config.
Module Config.
Info
Media type 16 item(s)
Index
Media name
Short name
Friendly Name
Visibility
100 A4 Normal 80 A4 Normal 80 (A4 80g Normal) (White) Normal;80g;White Normal
99 A4 Normal 100 A4 Normal 100 (A4 100g Normal) (White) Normal;100g;White Normal
98 A4 Normal 120 A4 Normal 120 (A4 120g Normal) (White) Normal;120g;White Hidden from office user
90 A4 Blue A4 Blue (A4 80g Normal) (Blue) Normal;80g;Blue Hidden from office user
90 A4 Green A4 Green (A4 80g Normal) (Green) Normal;80g;Green Hidden from office user
90 A4 Letterhead A4 Letterhead (A4 80g Recycling) (White) Recycling;80g;White Normal
90 A4 Orange A4 Orange (A4 80g Normal) (Orange) Normal;80g;Orange Hidden from office user
90 A4 Recycling A4 Recycling (A4 80g Recycling) (White) Recycling;80g;White Normal
90 A4 Yellow A4 Yellow (A4 80g Normal) (Yellow) Normal;80g;Yellow Hidden from office user
50 A3 Normal A3 Normal (A3 80g Normal) (White) Normal;80g;White Normal
49 A3 Green A3 Green (A3 80g Normal) (Green) Normal;80g;Green Hidden from office user
49 A3 Orange A3 Orange (A3 80g Normal) (Orange) Normal;80g;Orange Hidden from office user
49 A3 Recycling A3 Recycling (A3 80g Recycling) (White) Recycling;80g;White Normal
49 A3 Yellow A3 Yellow (A3 80g Normal) (Yellow) Normal;80g;Yellow Hidden from office user
49 A4 Tab A4 Tab (225mm x 297mm 160g Tab) (White) Tab;160g;White Hidden from user
1 2
Next >>
Last >|

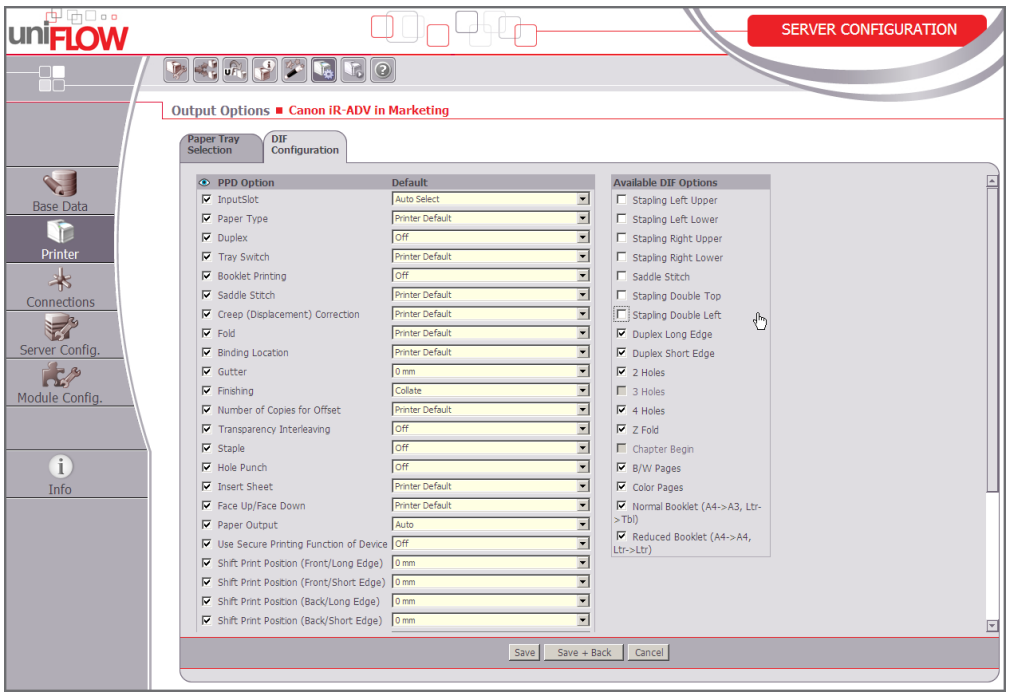
3. Click on ***Printer*** > ***Output Options***. A list of all configured printers will appear. For each of the output printers, perform the following steps:
   a. Click on the output printer to change the options.

b. In the ***Paper Tray Selection*** tab, change the paper types of each drawer to match the paper sizes that are placed in each tray for that physical printer. The list of paper trays will depend on the configuration of the printer installed at the customer.



c. In the ***DIF Configuration*** tab, on the right hand side is a list of ***Available DIF Options***. Deselect any of the options that are NOT available on the physical output printer. For example, if the physical printer does not have a staple finisher, deselect all the staple options. This will depend on the configuration of the printer installed at the customer.

d. Click on ***Save + Back*** and repeat the above steps for each output printer.

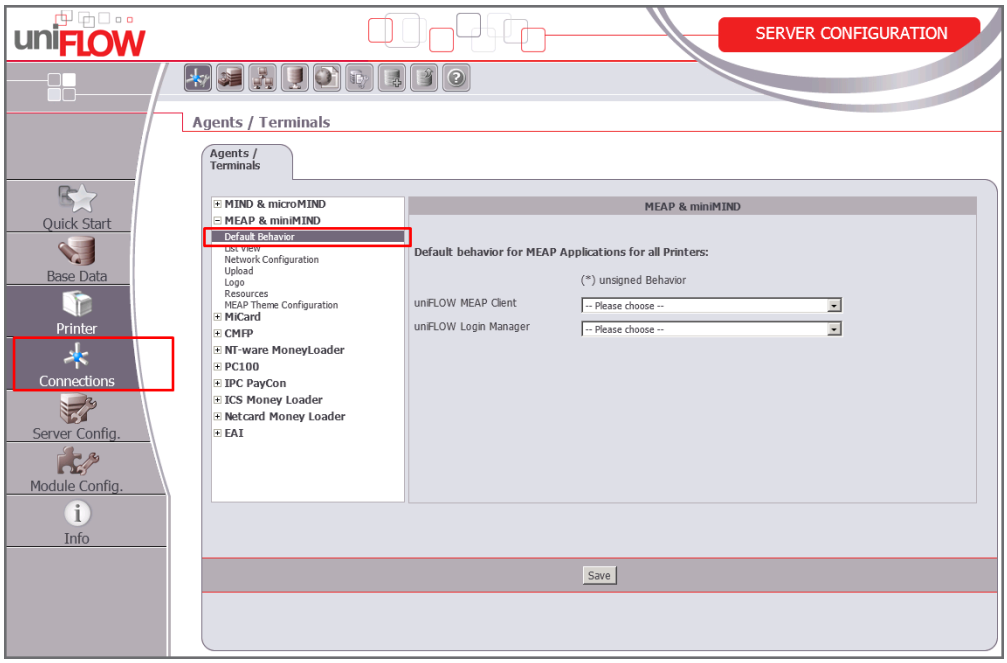


4.11 Behavior for MEAP Applications

Time to complete tasks: 5 minutes

The following steps need to be done for MEAP devices, other instructions are shown below.

1. From the main uniFLOW screen, select ***Connections*** > ***Agents/Terminals.***
2. Expand the group ***MEAP & miniMIND*** and click ***Default Behavior.***



3. For the uniFLOW MEAP Client, select ***Secure Print Behavior.***
4. For the uniFLOW Login Manager, select ***Username/Password Type Login***, then click ***Save.***

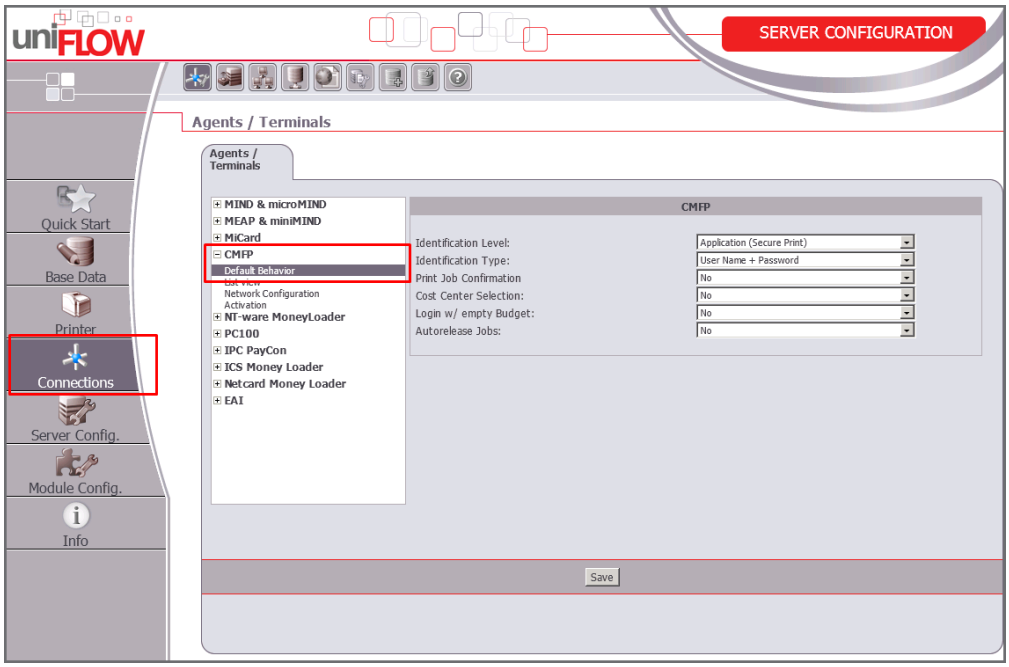
Please note that the given uniFLOW MEAP Client and uniFLOW Login Manager settings are recommendations only. They can be changed according to given requirements at any time.

4.12 Behavior for CMFP Applications

Time to complete tasks: 5 minutes

The following steps need to be done for CMFP devices, other instructions are shown above.

1. From the main uniFLOW screen, select ***Connections*** > ***Agents/Terminals.***
2. Expand the group CMFP and click ***Default Behavior.***



3. For the ***Identification Level***, select ***Application*** (Secure Print)
4. For the ***Identification Type***, select ***User Name + Password***, then click ***Save***

Please note that the given ***Identification Level*** and ***Identification Type*** settings are recommendations only. They can be changed according to given requirements at any time.

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